

3 November 1975

25X1A

MEMORANDUM FOR:

SUBJECT : Letter of Instruction

1. As Chief of the Programs Branch, Policy and Plans Group, you are the primary officer responsible for providing staff guidance and support to the Office of Security concerning the implementation of Management by Objective (MBO) in the Office of Security. You coordinate the identification of all level OS objectives, the preparation of action plans, and the tracking of objective milestones; you consolidate the Office program submission and coordinate the annual program review and report. Further, you are responsible for the preparation, coordination, and submission of all Office level performance reporting requirements. In addition, you are responsible for all records management functions of the Office. You have assigned responsibility for the coordination of Office automatic data processing plans and programs. You are also the focal point in the Office for the Incentive Awards Program.

2. In carrying out the above responsibilities over the next year, you will place emphasis on achieving the following objectives:

a. Devising by 30 June 1976 in coordination with all Office components systems and procedures to develop and establish a series of positive indicators against which the significant Office of Security program missions (functions) can be judged. (Accomplishment of this objective should be pursued in accordance with the attached action plan.)

b. Completing a study and proposing a plan by 31 December 1975 to reduce by at least ten percent the total volume of Office of Security hard-copy records as measured in the FY 1975 records management inventory. (Accomplishment of this objective should be pursued in accordance with the attached action plan.)

c. Conducting a study and preparing a report with recommendations by 31 January 1976 of the use of Agency employee recognition programs within the Office of Security for the purpose of upgrading the effective application of these management devices. Your study should consider the following recognition programs: Suggestion and Invention Awards, Special Achievement Awards, Exceptional Accomplishment Awards, Honor and Merit Awards, Quality Step Increases, and the possible institution of special Office of Security awards. NOV-JAN

d. Reviewing the operation of the Office of Security Registry to determine the extent to which it is meeting the goals for which it was established; a report on your review should be submitted to me by 29 February 1976 and should include appropriate recommendations.

3. In the carrying out of your responsibilities outlined in paragraph 1 above and in pursuing the objectives detailed in paragraph 2, as a senior Security professional you should place emphasis on your managerial and supervisory responsibility. Although this supervisory responsibility is limited to the one other individual in your branch, you should organize your tasking to make maximum use of the talents of both of you.

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Chief, Policy and Plans Group

OFFICE OF SECURITY ACTION Approved

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300823R000700020007-2  
LEVEL: DIA

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OBJECTIVE STATEMENT:

Devise by 30 June 1976 systems and procedures to develop and establish a series of positive indicators against which the significant program missions (functions) can be judged.

### ESTIMATE OF RESOURCES

\$ 28,000

1 MY

ACTION OFFICER: DD/P&M

X-5861; R-1120

JUL-AUG

SEP-OCT

NOV-DEC

JAN-FEB

MAR-APR

MAY-JUN

## MILESTONES

## COMPLETION DATES

1. Identify possible indicators of mission performance.

2. Evaluate indicators and select most meaningful and practical.

3. Develop system and procedures to collect data associated with each selected indicator.

4. Complete data collection and evaluation trial.

5. Modify system and procedures based on trial results.

6. Submit system and procedural description report to DD/A.

# OFFICE OF SECURITY ACTION PLAN

Approved For Release 2002/05/02 : CIA-RDP83B00823R000700020007-2

## OBJECTIVE STATEMENT:

By 31 December 1975, complete a study and propose a plan to reduce by at least 10% the total volume of Office hard-copy records as measured in the FY 1975 records management inventory. Such reduction would be carried out by identifying types of material that must be permanently collected and by identifying for destruction duplicate and other unnecessary file material so that its legal destruction could be accomplished as soon as authorization was granted following the conclusion of current investigations of Agency activities.

## ESTIMATE OF RESOURCES

\$ 27,000

1 MY

ACTION OFFICER: DD/P&M

X-5861; R-1120

## STATUS

JUL-AUG

SEP-OCT

NOV-DEC

JAN-FEB

MAR-APR

MAY-JUN

## MILESTONES

## COMPLETION DATES

1. Identify types and volume of records held by Office of Security components.

2. Categorize each record type as (a) must be kept by law, directive or regulation; (b) must be destroyed; (c) should be kept; and, (d) should be destroyed.

3. Identify problems, priorities and options for carrying out destruction and estimate resources required.

4. Outline schedule and submit proposed plan.